



U.S. Department of Justice

National Drug Intelligence Center

NDIC VACANCY ANNOUNCEMENT

Opening Date: February 2, 2009

Closing Date: March 2, 2009

POSTING NUMBER: #298-ND-09

LOCATION: Intelligence Division
Johnstown, Pennsylvania

TITLE: Intelligence Research Specialist

WORKING HOURS: 8:30 a.m. – 5 p.m.

SERIES/GRADE: GS-0132-11/12/13

AREA OF CONSIDERATION: All Sources

NUMBER OF VACANCIES: Multiple

This announcement will be used to establish an inventory of applicants interested in a career as an Intelligence Research Specialist (IRS), GS-0132-11/12/13, at the National Drug Intelligence Center (NDIC) located in Johnstown, Pennsylvania, a component of the U.S. Department of Justice and a member of the intelligence community.

Johnstown, Pennsylvania, the “Friendly City,” is renowned for its small-town atmosphere and family-based values. With a consistently low crime rate, short commute, four distinct seasons, and excellent landscapes, Johnstown blends the best of urban and rural life. Money Magazine ranked Johnstown the number one most livable region in Pennsylvania and number four in the entire Northeast. Besides being an excellent place to raise a family and its low cost of living, Johnstown has something for everyone from the sports and wildlife enthusiasts to the technology buffs.

The inventory of applicants from this announcement will be used to fill future vacancies at various grade levels. Only applications received prior to the closing date of this announcement will be considered at that time.

Although this announcement is advertised for multiple positions and grade levels, it is not intended to convey any implication or expectation that positions will be filled at all grade levels. You must specify on your application the lowest grade level for which you are applying.

NDIC Mission Priorities:

- Produce timely strategic intelligence to support national decisionmakers
- Produce real-time operational intelligence to priority drug investigations
- Facilitate the sharing of strategic and operational drug-related intelligence
- Support the National Intelligence Strategy and the intelligence community

Other Requirements:

This position requires a Top Secret security clearance. Therefore, applicants will be required to successfully complete a background security investigation, polygraph examination, and drug test. Revocation or failure to maintain a Top Secret security clearance would result in termination of employment.

This position requires considerable travel/assignments throughout the United States and some travel abroad. Some assignments may exceed 1 year. Candidates will be required to sign a Mobility/Travel Agreement as a condition of employment.

Candidates and their immediate families must be U.S. citizens.

Duties and Responsibilities:

GS-11: IRSs apply and modify, if necessary, established intelligence practices to specific problems which involve many variables. They prepare basic descriptive and current reportorial intelligence reports, collection manuals, and introductions to field collectors in their assigned area of responsibility. They evaluate incoming reports and information. They arrange for and participate in the briefing and debriefing of attaches and others returning from or undertaking travel, assuring that all interested parties are represented and that all essential points are covered. IRSs advise on potential information sources within and outside the Intelligence Community. They review collection requirements and direct these requirements to the proper collection activity applying knowledge of organization for and methods of collecting intelligence data. They serve as liaison representatives with officials of government agencies and nongovernmental organizations. May act as an assistant lead analyst and participates in Information Collection Section missions, analyzing a wide variety of documentary and electronic evidence in support of Information Collection Section missions. Inputs, extracts, and queries data from RAID; uses other analytical software, such as i2 Analyst's notebook, to support Information Collection Section missions. Serves as an Assistant Lead Analyst, significantly contributing to and assisting with the Lead Analyst's direction of the team's analytical effort, the production of on-site reports and other intelligence products, and the development and delivery of mission briefings. Establishes and maintains contacts within NDIC and in other law enforcement or intelligence agencies.

GS-12 and above: IRSs establish methodology for problems which do not appear to be susceptible to treatment by generally accepted methods. They undertake long-range planning in their own work area, considering actual and potential problems, and present findings and recommendations to their superiors and policymakers. They brief superiors, planners, and policymakers on all aspects of their work assignments. In addition, they prepare finished intelligence reports, collection plans, manuals, and guides for field collectors. They review and evaluate incoming intelligence reports and information, collection plans, and programs. IRSs are typically faced with significant gaps in data or data that are difficult to validate. They develop and project data, draw conclusions, and estimate probabilities based upon their knowledge of current and past intelligence situations and an understanding of the significance of conditions and trends in their areas of specialization. Establish and maintain working relationships/contacts in NDIC and in other intelligence and law enforcement organizations. IRSs participate in interagency working groups and meetings. Briefs law enforcement, intelligence, and public health officials at working groups, meetings, conferences, and seminars. Analysts assigned to the Information Collection Section lead and participate in more complex, multi-agency Information Collection Section missions; analyze a wide variety of documentary and electronic evidence; and produce on-site reports and other intelligence products in support of Information Collection Section missions. They input, extract, and query data from RAID; and use other analytical software, such as i2 Analyst's notebook, to support Information Collection Section missions. As a Lead Analyst or Assistant Lead Analyst, they mentor other team members and direct the team's analytical efforts; produce on-site reports and other intelligence products; develop and deliver mission briefings; and identify, develop, and maintain contacts within NDIC and in other law enforcement or intelligence agencies.

Qualification Requirements:

GS-11 Level: Requires 1 year of *specialized* experience equivalent to at least the GS-09 level in the occupation **OR** a Ph.D. or equivalent doctoral degree **OR** 3 full years of progressively higher level graduate

education leading to such a degree or LL.M. **Specialized experience** includes analyzing and evaluating raw data in a geographical or functional area in order to produce finished intelligence reports under general supervision.

GS-12 and above: Requires 1 year of *specialized* experience equivalent to at least the next lower grade level in the occupation. **Specialized experience** includes the ability to apply facts and estimates derived from numerous sources to a variety of problems having different technical, collection, or distribution aspects. Specialized experience must also include a broad understanding of political, military, and economic affairs and history as well as a broad knowledge and understanding of different peoples and areas in estimating and forecasting future situations.

Applicants basing their qualifications on **specialized experience** must meet the qualification requirements by the date of application.

Applicant may be requested to provide a writing brief.

Federal government employees must also meet time-in-grade requirements.

Foreign language proficiency and significant computer skills are desirable.

Education:

Those applicants basing their qualifications on education must meet the educational qualification requirement by the date of application.

Knowledge, Skills, Abilities, and Other Characteristics (KSAOCs):

Applicants who meet the qualification requirements above will be further evaluated to determine the extent to which their education, work experience, and training indicate they possess the KSAOCs required to perform the duties and responsibilities of the position. Describe experience (paid or unpaid), education, training, and self-development as related to the KSAOCs. **Please limit responses to one or two pages per KSAOC.**

APPLICANTS MUST ADDRESS EACH OF THE KSAOCs SEPARATELY ON ITS OWN PAGE.

- 1. Ability to conduct complex research, analyze relevant information using qualitative and quantitative methods, develop appropriate findings, and report such findings accurately and in detail. (Applicants must discuss a research project they have undertaken, professionally or academically, including the nature and scope of the project, sources of information used in its preparation, project findings, and if applicable, the extent to which computer databases were used in developing project findings.)**
- 2. Ability to effectively communicate both orally and in writing to a variety of audiences. (Applicants must discuss any formal education or training they have received in oral and written communication. Applicants must also discuss significant written products they have produced as well as significant oral presentations they have made professionally or academically.)**
- 3. Knowledge of the trafficking and abuse of illicit substances. Familiarity with federal, state, and local counterdrug programs within the law enforcement and intelligence communities. (Applicants must address the nature and extent of their knowledge and how such knowledge was acquired.)**

The KSAOCs listed on this Vacancy Announcement have been identified as necessary for successful performance in the position for which you are applying. The information provided in the application will be used to evaluate your qualifications for this position.

How You Will Be Evaluated:

You will be evaluated to determine if you meet the minimum qualifications required and to the extent which your application shows that you possess the knowledge, skills, and abilities associated with this position as defined above. When describing your knowledge, skills, and abilities, please be sure to give examples and explain how often you used these skills, the complexity of the knowledge you possess, the level of the people you interacted with, and the sensitivity of the issues you handled, etc. Paid or unpaid experience will be considered. A consensus score will be calculated based on your responses to the KSAOCs. If you are eligible for veterans' preference, this will be notated on the referral listing to the selecting official for the position.

Pay, Benefits, and Work Schedule:

All federal employees are required by PL 104-134 to have federal payments made by Direct Deposit.

This position will be filled on a full-time permanent basis. Employee required to serve a 2-year trial period in accordance with 5 CFR 752.401(c) (5).

In addition to competitive wages and excellent working conditions, NDIC offers a comprehensive package of benefits to federal employees.

Other Conditions of Employment:

Applicants must be within the guidelines of the NDIC Employment Drug Policy. Please read this section carefully before applying.

NDIC EMPLOYMENT DRUG POLICY

NDIC is firmly committed to a drug-free society and workplace. Therefore, the unlawful use of drugs by the NDIC employees will not be tolerated. Furthermore, applicants for employment with NDIC who currently are using illegal drugs will be found unsuitable for employment. NDIC does not condone any prior unlawful drug use by applicants. The following policy sets forth the criteria for determining whether any prior drug use makes an applicant unsuitable for employment, balancing the needs of NDIC to maintain a drug-free workplace and the public integrity necessary to accomplish its law enforcement mission. Applicants who do not meet these criteria should not apply for employment with the NDIC.

CRITERIA

Under the NDIC current Employment Drug Policy, an applicant will be found unsuitable for employment if they:

- A. Have used any illegal drug (including anabolic steroids after February 27, 1991), other than marijuana, within the past 10 years, or engaged in more than minimal experimentation in their lifetime. In making the determination about an applicant's suitability for NDIC employment, all relevant facts, including the frequency of use, will be evaluated.
- B. Have used marijuana/cannabis within the past 3 years, or have used marijuana/cannabis extensively or over a substantial period of time. In making the determination about an applicant's suitability for NDIC employment, all relevant facts, including the recency and frequency of use, will be evaluated.

- C. Have used any illegal drug while employed in any law enforcement or prosecutorial position, or while employed in a position that carries with it a high level of responsibility or public trust.
- D. Have sold any illegal drug for profit at any time.
- E. Are discovered to have misrepresented their drug history in applying for employment.

To determine whether you meet the NDIC drug policy, please answer the following questions:

- 1) Have you used marijuana at all within the last 3 years?
- 2) Have you used any other illegal drug (including anabolic steroids after February 27, 1991) at all in the past 10 years?
- 3) Have you ever sold any illegal drug for profit?
- 4) Have you ever used an illegal drug (no matter how many times or how long ago) while in a law enforcement or prosecutorial position or in a position which carries with it a high level of responsibility or public trust?

If you answered “YES” to any of these questions, you should NOT apply for the position. They are immediate disqualifiers.

In accordance with Executive order 12564, applicants selected for this position are required to submit to a drug test and receive a negative drug test result prior to appointment. In addition, this position is a drug-testing designated position subject to random testing for illegal drug use.

Other Information:

This position is in the Excepted Service. It is excluded from provisions of the career transition assistance program. Because this position is in the Excepted Service, it may not be filled by a competitive appointment, and acceptance of the proposed appointment will take you out of the competitive service while you occupy the position. Upon being hired, you will be required to sign a memorandum of understanding concerning an Excepted Service appointment.

Your Social Security Number (SSN) is requested under the authority of Executive Order 9397 to uniquely identify your records from those of other applicants who may have the same name. As allowed by law or Presidential directive, your SSN is used to seek information about you from employers, schools, banks, and others who may know you. Failure to provide your SSN on your application materials will result in your application not being processed.

Before being hired, you will be required to sign and certify the accuracy of the information in your application.

If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be subject to fine, imprisonment, or other disciplinary action.

Employees who received a buyout and subsequently return to positions in federal agencies, whether by re-employment or contracts for personal services, are generally obligated to repay the full amount of the buyout to the agency that paid it.

Employment may be denied as a result of information of which the applicant is genuinely unaware or by an assessment that an applicant does not meet the agency's overall employment criteria. A negative employment determination by the agency is final, and normally no specific reasons regarding nonselection will be made. Employment with NDIC is not a right upon which an applicant can insist. NDIC notifies all applicants, in writing, of the outcome of their application.

Appointments to NDIC are made by the Director.

Applicants must meet all qualification requirements at the time of application.

Relocation costs will not be paid.

ALL EXPENSES INCURRED BY APPLYING FOR THIS POSITION WILL BE THE RESPONSIBILITY OF THE APPLICANT.

How to Apply:

Please submit the following documents to the address provided in this announcement:

1. An OF-612* form (Application for Federal Employment). Completed form should include the names and telephone numbers of current and former supervisors. Application must be typed or printed clearly in dark ink.

NOTE: You must specify in block #2 of the OF-612 the lowest grade level for which you are applying.

2. A narrative assessment of your qualifications in terms of the KSAOCs identified within this announcement.
3. A list of three references who are not related to you. At least two references should know your qualifications and fitness for the kind of job for which you are applying; one should know you well on a personal basis. The person's full name, telephone number(s) (including area code), and present business or home address are needed. **Providing this information constitutes permission to contact these references.**
4. A completed SF-181* form (Ethnicity and Race Identification). (Optional)
5. A completed and signed OF-306* form (Declaration for Federal Employment).
6. A copy of college transcripts, if applicable, showing degree conferred and cumulative grade point average.
7. Current or prior federal employees must submit a copy of their most recent performance appraisal (must be within the past 15 months from the closing date of the announcement). Applicants unable to provide their most recent performance appraisal must provide written justification for its absence.
8. Current or prior federal employees applying for this position must submit a copy of their most recent SF-50 (Notification of Personnel Action) showing position title, series, and grade.
9. Applicants claiming veterans' preference must submit a copy of their DD-214 and any other required documentation with your application package. To be eligible for veterans' preference, a veteran must be honorably separated. (See Note Below)

NOTE: Veterans' Preference Requirements

NDIC considers veterans' preference eligibility as a positive hiring factor. The Best Qualified external applicants who request veterans' preference on their OF-612 and provide the appropriate supporting documentation will be referred for consideration as Veterans' Preference Eligible. Eligible veterans

must include the appropriate supporting documentation (e.g., the DD-214 or other substantiating documents) in order to receive preference. Missing documentation will not be requested.

*The Optional and Standard Forms (OF-612, SF-181, and OF-306) are available in two formats on our website at www.usdoj.gov/ndic:

OF-612	<u>MS Word</u>	<u>PDF</u>
SF-181	<u>MS Word</u>	<u>PDF</u>
OF-306	<u>MS Word</u>	<u>PDF</u>

Please note that these forms **must be completed in Microsoft Word** format if you wish to submit your application package electronically. These forms can also be downloaded from the following website: www.opm.gov/forms.

Please submit all requested information listed in the “How to Apply” section of this announcement. **FAILURE TO SUBMIT KSAOCS WILL RESULT IN DISQUALIFICATION.** Missing information will not be requested. Applicant qualifications will be evaluated solely on the information submitted in their application. Materials submitted as part of the application will not be returned.

Please do not submit your application package in a notebook or binder with extraneous information. Documents should not be stapled or paper clipped. Applicants should provide sufficient information to enable the Human Resources Unit (HRU) to properly evaluate your application against the Qualification Standards, time-in-grade, and/or time after competitive appointment restrictions.

For additional information about this position, please contact:

Ms. Diane Vitko
Human Resources Specialist
(814) 532-4676
NDIC.Jobs@usdoj.gov

Submission Options

Once your employment package is completed, there are several different ways of sending it to HRU at NDIC. Please note that only employment related correspondence will be accepted.

The submission methods include:

Postal Mail:	National Drug Intelligence Center ATTN: HRU #298-ND-09 319 Washington Street, 5th Floor Johnstown, PA 15901-1622
Unclassified Fax:	Required information faxed to: (814) 532-5809 Attention: HRU #298-ND-09
Electronic Mail:	Application packages consisting of Microsoft Word documents and scanned file attachments may be sent via e-mail to: NDIC.Jobs@usdoj.gov .
Internal applicants:	Submit applications to HRU by 5 p.m. on the closing date.

Applicants choosing fax or electronic mail must send their entire application package in one transmission by the NDIC closing time of 5 p.m. on the closing date of this announcement. Partial or incomplete applications using any submission method will not be considered.

Mailed applications will not be accepted received after 5 p.m. on the closing date.

Internal applications must be received by close of business on the closing date to receive consideration.

NDIC is a secured facility. No applications will be accepted at the guard station.

What To Expect Next:

You will be notified by mail upon receipt of your application. Once a review of all submitted applications is completed, a Human Resources Specialist will issue a referral certificate or list of eligibles containing the names of those candidates determined to be “best qualified” (BQ) for the position(s) to be filled. The selecting official has the option to interview or may select from the BQ list. You will be notified by mail of the outcome of your application.

NDIC is an Equal Opportunity Employer. Except where otherwise provided by law, there will be no discrimination because of color, race, religion, national origin, politics, marital status, disability, age, sex, sexual orientation, status as a parent, membership or non-membership in an employee organization, or on the basis of personal favoritism.

NDIC welcomes and encourages applications from persons with disabilities and will reasonably accommodate the needs of those persons. The Center is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973 to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within NDIC. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

NOTE: This Excepted Service position will be filled under the NDIC Schedule A appointing authority. A successful candidate currently employed by another federal agency will be converted to the NDIC appointment from their current employing agency.